BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Travel and Tourism Pearson BTEC Level 3 International Foundation Diploma in Travel and Tourism Pearson BTEC Level 3 International Diploma in Travel and Tourism Pearson BTEC Level 3 International Extended Diploma in Travel and Tourism
Unit number and title	**Unit 15: Recruitment and selection in Travel and Tourism**
Learning aim	**C: Reflect on own performance in the recruitment and selection process in a travel and tourism related role**
Assignment title	How did I do? -Review of interview practice.
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You decide that a review of the interview process would be useful information for your manager at 'Travelargo Tours'. But you also feel that this will help you personally as you apply for other roles in the future.
Task 1	**Task 1** Complete a SWOT analysis on own performance in your role as an interviewer and interviewee. **Task 2** Produce a personal skills development plan by reviewing the SWOT analysis results of the recruitment activities, considering own performance, and justify a set of recommendations for career progression in a travel and tourism related role. For both tasks consider the following: • draw on relevant, varied sources of information to arrive at sound conclusions on the outcome of the recruitment and selection process of own

	performance. • actively seek feedback and opportunities for personal improvement and respond effectively to feedback, demonstrating valid insights into the SWOT analysis of own performance. • evaluate reasoning behind decision-making in the interview activities. • demonstrate insight in planning their personal and professional development, giving logical justifications for the plan produced
Checklist of evidence required	• SWOT analysis on own performance of interviewer and interviewee activities • Personal skills development plan of justified recommendations for career progression in a travel and tourism related role.

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
15/C.D3	Review the SWOT analysis results of the recruitment activities, considering own performance, and justify a set of recommendations for career progression in a travel and tourism related role.
15/C.M3	Review the SWOT analysis results of the recruitment activities, considering own performance in order to design a plan for improvement.
15/C.P5	Complete a SWOT analysis on own performance as interviewer and interviewee in the recruitment activities.
15/C.P6	Produce a personal skills development plan for future recruitment activities in a travel and tourism related role.

Sources of information to support you with this Assignment	**Books** Dale, G. (2018) Pearson BTEC National Travel and Tourism Student Book. Harlow: Pearson ELearn, 2009, 2nd ed. Recruitment and Selection (Management Extra), Elsevier, ISBN 978-0-08-055743-4 **Websites** https://www.cipd.co.uk/knowledge/fundamentals/people/recruitment/factsheet Chartered Institute of Professional Development (UK) facts sheets on recruitment processes. https://www.randstad.co.uk/workforce360/archives/different-recruitment-methods-advantages-disadvantages_1453/

	Global Recruitment organisation, recruitment and selection guides https://hiring.monster.com/employer-resources/recruiting-strategies/interviewing-candidates/interview-hiring-guide/ Online recruitment organisation good interview practice guides. https://www.glassdoor.co.uk/blog/50-common-interview-questions/ Employment Blog, examples of interview questions, https://www.indeed.co.uk/career-advice/interviewing/job-interview-tips-how-to-make-a-great-impression Online recruitment agency, interview practice guides
Other assessment materials attached to this Assignment Brief	n/a